

Buckworth Parish Council

JOB VACANCY

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Applications are invited for the post of Clerk and Responsible Financial Officer to Buckworth Parish Council.

Salary in accordance with NJC scale ,SCP rate 20 £10.301 per hour or by agreement, commensurate with qualifications and experience.

2 hours per week.

The Clerk is responsible for the administration of the business and finances of the Council. Candidates will need :

- Accurate administrative and financial skills, attention to detail
- Availability to attend evening meetings on a Monday. The council usually holds six per year and the meetings are currently being held on Zoom. There may be an occasional EOM when matters arise.
- Computer literate with a confident knowledge of MS Office and internet and ability to maintain the Parish website.
- CILCA qualification is not a prerequisite but the candidate should be willing to undertake training at Council's expense.
- An interest in community life
- Good communication skills and friendly and positive attitude

This role is home based with overtime and travelling expenses paid as required.

To apply please send your covering letter and CV to Mrs Fiona Morrison, Acting Clerk Buckworth Parish Council, Corner House, Church Road, Buckworth PE28 5AL or email buckworthclerk@gmail.com . For further queries please email as above.

The closing date for applications is 24 August 2020

